



Parent Council AGM

Wednesday September 5th 2018 6.30pm

Hello

A huge and warm welcome to all our new parents and carers this year - hope all the children are settling in to their new classes, and an equally enthusiastic welcome back to all of our returning parents and carers.

This letter is to give you all information on the structure and activities of the Hillhead Primary Parent Council and invite you to our **Annual General Meeting on Wednesday September 5th 2018 at 6.30pm** The AGM is open to all parents and it is a chance to review the work of the Parent Council and make plans for the coming year. It is also the time when we appoint our Parent Council for 2018-2019 – now's your chance to get involved! We are always seeking to engage parents and carers in Parent Council activity and we practice an informal, inclusive and welcoming ethos, with a focus on fun, enjoyment and a sense of community.

What is the Parent Council?

Every parent/carer of a child attending Hillhead Primary school automatically becomes a member of what is called the Parent Forum. The Parent Council is the committee appointed by the Parent Forum to run matters on its behalf and be a channel of communication between parents/carers and the school. The Parent Council is made up mainly of parents/carers of children at the school but can also involve external people (eg. community workers, Councillors etc.) if desired. The Head Teacher attends PC meetings and we hope also to continue our good links with the pupils through the Pupil Council. Due to data protection, your details are not automatically added to the parent forum email database, so please send your details to hillheadprimaryparentcouncil@gmail.com if you would like to be included in further communication.

What does the Parent Council do?

The Parent Council is there to help the school operate as a successful school. It does this in a number of ways including:

- promoting close cooperation and communication between parents/carers and teachers;
- engaging in activities which encourage and enhance the education and welfare of the children; and,
- acting as a place where parents can share ideas, interests and skills for the benefit of the school.

The Parent Council would not become involved in issues relating to individual children. These should be taken up with the class teacher or directly with the Head Teacher, Francis Donaghy, who operates an 'open door' policy for all parents/carers. Our constitution is available to download on the website - www.hillheadprimaryglasgow.org

How can you be involved?

There are a number of ways to get involved:

- **Join the Parent Council.** Full involvement in the Parent Council where you would be committed as far as possible to attending the PC meetings (approximately an hour long meeting, once a month) and be actively involved in the work of the PC. We can have a maximum of 25 parents on our Council. Ideally we would like members of our Parent Council to commit to heading up sub-groups or taking on a specific responsibility eg. for an event, activity or area of interest, but seek to engage parents with strong links to community via interests or a profession also.
- **Involvement in a sub-group.** These are groups that work on particular areas of interest and, in the past year, have included outdoor education, fundraising and groups for specific events like the disco, International Evening and the Spring/Summer Fair. There would normally be at least one Parent Council member in the group. Involvement in a sub-group allows parents to be involved in a more targeted way and the work of the sub-group would be fed back regularly to the Parent Council. You can join a sub-group without being on the Parent Council.
- **Ad hoc volunteering** when the need arises. We often put out calls for help via our email list, or through the school text system, for a wide range of areas where parental involvement can support the school or PC activities.
- **Keep informed.** You may not have the time to volunteer, but wish to be kept up-to-date with the work of the PC. We endeavour to communicate regularly with the Parent Forum via email. You can receive emails, read our newsletters, respond to surveys, submit agenda items and attend meetings, without having to commit to any volunteering! We also have a facebook page – just search Hillhead Primary Parent Council and give the page a like.

Communication

A key part of the Parent Council's work is communication to ensure that parents are kept informed of discussions and activities and that your views and concerns are fed back to the Parent Council. In the coming year, we are proposing to communicate in a variety of ways including:

- **Email** –the Parent Council has a dedicated gmail account and you can sign up to be included on the email list by sending us an email to hillheadprimaryparentcouncil@gmail.com. This is the best way for us to be able to communicate with as many parents as possible and allows you to get in touch directly with us.
- **School Text System** – The school has a texting system for all parents and we usually send alerts about meetings and events through this system. We also send links to minutes/agendas etc via this system.
- **Newsletter** – PC news is distributed sometimes in a specific PC newsletter and sometimes as part of the school's monthly communication to parents.
- **Website** – there is a Parent Council section of the school website which is updated with news and contains lots of useful info for parents www.hillheadprimaryglasgow.org
- **Meeting minutes** – these will be published on the website and can, if there is demand, be put on a notice board or distributed through school bags
- **Facebook page** - www.facebook.com/HillheadPrimaryParentCouncil

- **Parent Council presence at events** - volunteers to answer questions at P1 Inductions, parent evenings and other events.
- **Parent council meetings** - dates are published on our website pages and facebook page in advance, and a letter / text reminder will go out via the school. We aim to organise and publish dates for the full year ahead.

Joining the Parent Council

We would love you to be involved with the Parent Council and if you are interested in joining then please come along to the meeting on Wednesday 5th September.

If you are unable to attend the meeting but wish to put your name forward PLEASE INFORM US BY EMAIL hillheadprimaryparentcouncil@gmail.com .

Your email should contain the subject heading 'PARENT COUNCIL NOMINATION' and you should clearly state your name, contact phone number and the year/s your child/ren is/are in.

All nominations should be received by the end of the school day on Tuesday 4th September.